

# SUPERVISORY CBP OFFICER (FIRST LINE- PRECLEARANCE)

DEPARTMENT OF HOMELAND SECURITY  
Customs and Border Protection

**Open & closing dates**

🕒 03/06/2017 to 03/17/2017

**Salary**

\$74,584 to \$96,958 per year

**Pay scale & grade**

GS 13

**Work schedule**

Full-Time - Full Time

**Appointment type**

Permanent

## Locations

1 vacancy in the following location:

**Vancouver, Canada**

1 vacancy

**Relocation expenses reimbursed**

Yes Relocation expenses will be paid in accordance with the Federal Travel Regulation limits and agency policy.

## This job is open to

**Federal employees - Competitive service**

Current or former competitive service federal employees.

**Announcement number**

MHCMP-1913880-IC

**Control number**

464784200

## Duties

## Summary

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov> (<http://www.cbp.gov>).

Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to detect and prevent terrorists and instruments of terror from entering the U.S. This position starts at a salary of \$74,584 (GS-13). Apply for this exciting opportunity to strengthen homeland security by performing law enforcement activities such as inspection, intelligence analysis, examination, and interpreting laws and regulations.

**Who May Apply:** Current U.S. Customs and Border Protection employees with competitive status.

- For definitions of terms found in this announcement, please see [http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm) ([http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm)).

**Organizational Location:** This position is located within U.S. Customs and Border Protection, Office of Field Operations, Preclearance Division, Vancouver, Canada.

One or more selections may be made using this job opportunity announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

## Responsibilities

In this first-line supervisory position you will become a key member of a team of homeland security professionals detecting and preventing terrorists and instruments of terror from entering the U.S. Typical work assignments include:

- Supervising, planning, directing, coordinating, assigning and evaluating all work activities regarding the full range of inspection, intelligence analysis, examination, and law enforcement activities relating to the arrival and departure of persons, conveyances, and merchandise at Ports of Entry.
- Interpreting the laws and regulations of a broad range of Federal, state, and local agencies relating to the admissibility of people, cargo, and conveyances.
- Identifying potential terrorists and instruments of terror and performing layered enforcement activities relative to counter-terrorism.
- Preventing the entry of terrorists and instruments of terror, harmful pests and diseases, illegal drugs and contraband, and all illegal aliens and importations/exportations contrary to law and trade agreements from entering/exiting the United States.
- Evaluating employees' performance and conduct; resolving disciplinary actions; maintaining operating budgets; and promoting affirmative action goals.

## Travel Required

Occasional travel - This position may require extensive travel for extended periods of time.

## Supervisory status

Yes

## Promotion Potential

13

## Who May Apply

## This job is open to...

Current U.S. Customs and Border Protection employees with competitive status.

Questions? This job is open to 1 group.

## Job family (Series)

### 1895 Customs And Border Protection

(<https://www.usajobs.gov/Search/?j=1895>).

## Requirements

### Conditions Of Employment

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation and/or polygraph
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass initial and random drug testing
- You and your dependent(s) must pass a State Department medical examination
- You and your dependent(s) must obtain a valid passport
- You must obtain a valid driver's license and meet firearms requirements
- You must pass the CBP Officer Promotional Assessment

**Living Quarters Allowances (not payable if claiming temporary lodging allowance):** Employees receive payment of an annual tax-free quarters' allowance for housing while in a preclearance station. This allowance is intended to cover the cost of suitable, adequate living quarters for the employee and his/her family plus the cost of heat, light, fuel, gas, electricity, and water. However at some duty stations government subsidized housing is provided.

**Temporary Lodging Allowance (not payable if claiming living quarters allowance):** A temporary lodging allowance is a tax-free quarters allowance that is granted to you for the reasonable cost of temporary quarters, which are incurred by you and your family for a period not to exceed (1) 60 days after first arrival at a new post in a foreign area, or a period ending with the occupation of permanent quarters, if earlier; and (2) 30 days immediately preceding final departure from the post subsequent to the necessary vacating of residence quarters.

**Education Allowance:** Payment for most actual costs of education for each dependent are determined by the Department of State and are subject to change.

If you are not a current GS-1895, and you are selected, you will have to meet the following medical/physical standards:

**Physical and Medical Requirements:** Because the duties of the position are of a strenuous nature and require a high degree of interaction and responsibility to the public, you must undergo and successfully pass our medical screening process. We will schedule, provide and pay for the required basic medical examination. For more information, go to [http://www.cbp.gov/sites/default/files/documents/cbpo\\_drug\\_test\\_3.pdf](http://www.cbp.gov/sites/default/files/documents/cbpo_drug_test_3.pdf) ([http://www.cbp.gov/sites/default/files/documents/cbpo\\_drug\\_test\\_3.pdf](http://www.cbp.gov/sites/default/files/documents/cbpo_drug_test_3.pdf)).

**Physical Fitness Screening:** Due to the strenuous nature of the CBP Officer duties and the associated training programs, fitness tests have been developed and will be used to screen candidates for CBP Officer positions. Candidates will be required to pass 2 pre-employment fitness tests. For more information on the requirements and a 6-week readiness program designed to assist you in achieving a level of physical fitness that will help you successfully pass the CBP fitness tests, please see the following links: <http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer> (<http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer>) and <http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer> (<http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer>) and [Pre-Employment Fitness Test-1 Physical Readiness Program](http://www.cbp.gov/sites/default/files/documents/CBPO_PFT-1_PhysicalReadinessProgram.pdf) ([http://www.cbp.gov/sites/default/files/documents/CBPO\\_PFT-1\\_PhysicalReadinessProgram.pdf](http://www.cbp.gov/sites/default/files/documents/CBPO_PFT-1_PhysicalReadinessProgram.pdf)).

## Qualifications

**GS-13:** You qualify at the GS-13 level if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties. Examples include leading, directing, supervising, or providing technical direction to others in performing inspection, intelligence analysis, examination, and law enforcement activities relating to the arrival and departure of persons, conveyances, and merchandise into the U.S. Experience supervising Customs and Border Protection related work activities is preferred (e.g., Port Director, Special Agent in Charge, Supervisory CBP Officer, etc.).

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social).

Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service) by Friday, March 17, 2017.

**Age Requirement:** Pursuant to Public Law 110-161, this position is covered under enhanced retirement provisions for Customs and Border Protection Officers which allows for the imposition of a maximum age requirement. In accordance with Department of Homeland Security Directive 252-08, the **day before** an individual's 37th birthday is the maximum age for original appointment to a position as a Customs and Border Protection Officer. **NOTE: The Commissioner of CBP has approved a temporary increase in the maximum allowable age for original placement into a CBPO position; therefore, candidates must be referred for selection before reaching their 40th birthday.** Creditable law enforcement officer service covered by Title 5 U.S.C. 8336(c) or Title 5 U.S.C. 8412(d), or Customs and Border Protection Officer service under Public Law 110-161 may be applied toward the maximum age requirement.

This age restriction may not apply if you are currently serving as a CBPO covered by Public Law 110-161.

**Veterans' Preference Eligibility** - To ensure compliance with statutes pertaining to the appointment of preference eligible veterans as determined by the Merit Systems Protection Board in its recent decision *Isabella v. Dept of State*, the maximum age for original appointment articulated above shall not apply to the hiring of individuals entitled to veterans' preference eligibility under 5 U.S.C. § 3312.

**Security Clearance:** This position requires a security clearance. If selected for this position, you should be able to obtain and maintain a Secret Clearance.

**Firearms Requirement:** Although firearms are not required for a Preclearance position, return to service in the United States after you have completed your Preclearance tour would require you to carry a firearm. Maintaining firearm proficiency is also mandatory. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment.

**Uniform:** This position requires you to wear an officially-approved uniform while in a duty status.

**Basic Training:** You may be required to attend approximately 18 weeks of training at the CBP Academy at FLETC. Candidates selected for certain duty locations may receive an additional 6 weeks of Spanish language training.

**Supervisory Probationary Period:** You may be required to serve an 18 month probationary period upon appointment and complete a supervisory training course within 12 months of assignment.

**Supervisory Training:** All newly appointed, first-time permanent CBP Supervisors are required to complete mandatory training. The training will be scheduled by the Office of Training and Development within the first 90 days of appointment. The duration of the training will include SLT-three weeks of in residence training in Harpers Ferry, WV. *Note: This training may be waived if previously completed.*

**Shift Work/Overtime:** You will be required to work on a shift and rotational basis and perform substantial amounts of overtime.

**Rotation of Assignments/Duty Locations:** Applicants may be required to rotate assignments and duty locations.

**Physical and Environmental Conditions:** The work environment may include offices, aircraft operation areas, airline passenger and cargo areas, rail passenger processing areas and marine docks. Periods of outdoor work may be required in snow, rain, or extreme heat. Occasional periods of outdoor work may be required in remote areas with no modern comfort facilities. The work may involve the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, hearing protection and respirators.

## Education

**Tour of Duty:** The tenure of Customs and Border Protection (CBP) employees in Preclearance (PC) is limited to a total of 5 years. This includes a 2 year tour of duty, one 2 year extension, and an additional 1 year extension. Employees who have not served 5 years at a domestic duty station, subsequent to their initial overseas tour of duty, should not be considered for a second tour of duty in any foreign assignment.

**Return Rights:** Within 180 days of completing their tour, the employee will submit a list of 5 preference locations for their return. If none of the 5 locations have an equivalent vacancy, CBP will provide the employee a list of up to 5 additional locations where CBP has staffing availability to select from. If the employee declines the locations provided by CBP, the employee will be reassigned to an equivalent position in his/her Home of Record Field Office.

**Annual Leave Accumulation:** Employees assigned to preclearance ports may carry over 360 hours of annual leave to the next leave year (as opposed to 240 hours).

**Home Leave:** In addition to annual leave, you will earn five, ten, or fifteen days home leave on each two year assignment depending on your foreign post assignment and the post differential rate. This leave is granted to you when you have your Preclearance assignment extended for another tour and is to be used between tours. The Government pays your per diem and transportation expenses from your post of duty in a Preclearance station to your former official residence in the United States. In addition, it also pays for the transportation expenses of your dependents that accompany you on home leave to your residence in the United States.

## Additional information

**Background Investigation:** Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: [http://www.cbp.gov/xp/cgov/careers/apply/mandatory\\_back\\_invest.xml](http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml) ([http://www.cbp.gov/xp/cgov/careers/apply/mandatory\\_back\\_invest.xml](http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml)).

**Probationary Period:** Current and former federal employees may be required to serve or complete a probationary period.

This position is not covered under the bargaining unit.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify> (<http://www.uscis.gov/e-verify>), including your rights and responsibilities.

Every individual receives a fair opportunity throughout the Federal recruitment and hiring process. To learn more, click on the link [https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf) ([https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf)).

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/#!/customsborder) (<https://twitter.com/#!/customsborder>).

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: [http://cbpapps.cbp.dhs.gov/office/2011/protecting\\_america/pro\\_america.wmv](http://cbpapps.cbp.dhs.gov/office/2011/protecting_america/pro_america.wmv) ([http://cbpapps.cbp.dhs.gov/office/2011/protecting\\_america/pro\\_america.wmv](http://cbpapps.cbp.dhs.gov/office/2011/protecting_america/pro_america.wmv)).

## How You Will Be Evaluated

**CBP Officer Promotional Assessment:** Qualified U.S. Customs and Border Protection (CBP) candidates will be ranked on the basis of the scores received on your CBP Officer Promotional Assessment. You must have a valid test score when the announcement opens, otherwise, we cannot consider you for this position. Alternate staffing (non-competitive) candidates need not have a current, valid test score. Alternate staffing (non-competitive) candidates include applicants who have permanently held a position at the announced grade or higher.

Your application record will remain in a pending status until after the announcement closes, at which time we will upload test scores. If you have completed the assessment questionnaire and have uploaded all required documents for this announcement, there is nothing further you need to do at this time.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5987198&PreviewType=Questionnaire) (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5987198&PreviewType=Questionnaire>).

## Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Knowledge of elements and circumstances of search, detention and arrest, as well as enforcement techniques and tools, such as selective enforcement, behavioral observation, questioning, and use of automated processing and enforcement systems.
- Knowledge of principles and techniques of management to accomplish work through others. Good understanding of requirements and procedures involved in supervising federal employee units, including responsibilities relative to bargaining unit

employees.

- Knowledge and understanding of policies, principles, and objectives of EEO and special emphasis programs.

## Background checks and security clearance

### Security clearance

Secret

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

## Required Documents

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement. You must upload or fax your resume and any other applicable supporting documentation.
- **Your responses to the job questionnaire** [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5987198&PreviewType=Questionnaire) (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5987198&PreviewType=Questionnaire>).
- **Veterans preference points are not applicable to Merit Promotion announcements; veterans documentation is required only to verify eligibility under the Isabella Decision to waive the Age Requirement.**
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.
- **Age Requirement Waiver Documents: Applicants who do not meet the age requirement but are entitled to veteran's preference eligibility under 5 U.S.C § 3312 must submit the following documents to verify their claim:**
  - **DD 214 (Member Copy 4) and**
  - **If you are a veteran with a service connected disability; A VA Disability Award letter dated 1991 or later**
  - **If you are currently serving on active duty: A statement of service from your unit identifying the branch of service, period(s) of service, type of discharge, campaign badges or expeditionary medals earned, and the date you will be separated or on approved terminal leave. If you supply a statement of service at this stage, your preference will be verified by a DD 214 (Member 4 Copy) upon separation from the military.**

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under "Other" documents. "Other" documents may not be applicable for each applicant, but should be utilized if you are submitting a SF-50 for proof of federal service, veterans documents for eligibility, transcripts for qualifications, etc..

**It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate.** Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

### If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](#)

(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)

- [Healthcare insurance](#)  
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](#)  
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

DHS offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to [www.dhs.gov/careers](http://www.dhs.gov/careers) and select "Benefits".

**Primary Position: Pursuant to Public Law 110-161, this position is a primary position covered under enhanced retirement provisions for Customs and Border Protection Officers.**

This position meets the criteria defined in the Fair Labor Standards Act (FLSA) as an exempt position. Therefore, while serving in this foreign duty location, the FLSA code will be categorized as "Exempt". Exempt employees receive an overtime rate defined under Title 5 rather than that defined under FLSA. For more information on Title 5 pay, please see the following link: <http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/overtime-pay-title-5/>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.


We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144** (#).

. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5987198&PreviewType=Questionnaire) using OPM Form 1203-FX [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf), and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>

. Please include job opportunity announcement ID 1913880 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

**Applications and supporting documentation will not be accepted by mail or email.** The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Friday, March 17, 2017**

### Agency contact information

 CBP MHC Hiring

#### Phone

(952)857-2932  
(tel:(952)857-2932)

#### Fax

(478)757-3144

#### Address

CBP Minneapolis Hiring Center  
5600 American Blvd  
Suite 700  
Bloomington, MN 55437-1450  
USA



## Email

[CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV](mailto:CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV)  
(mailto:CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV).

[Learn more about this agency.](#)  
(#agency-modal-trigger).

*Customs & Border Protection (CBP): Securing America's Borders*

## Next steps

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx> (<https://my.usajobs.gov/Account/NotificationSettings.aspx>).

. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)  
([http://www.eeoc.gov/eeoc/internal\\_eeo/index.cfm](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)).

### Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>).
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)  
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>).

## Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>).

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>).

[Privacy Act](#)

[Signature & False statements](#)



[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/).

Selective Service

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/).

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/).

New employee probationary period

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/).